



# CITY OF HOUSTON

## Job Posting

AP

Applications accepted from:

ALL PERSONS INTERESTED

Job Classification

SENIOR PROJECT MANAGER

Posting Number

PN# 109276

Department

Department of Public Works & Engineering

Division

Public Utilities Division

Section

Wastewater Operations & Water Production

Reporting Location

Branch

Workdays & Hours

611 Walker\*

M - F, 8 a.m. - 5 p.m.\*

\*Subject to change

**DESCRIPTION OF DUTIES/ESSENTIAL FUNCTIONS**

Maintenance management planner responsible for establishing and implementing maintenance strategies. This is a senior position with a strategic view that normally does not get involved in the tactical details of specific jobs unless they are "significant". Establishes maintenance support contracts. Provides feedback to Capital Improvement Planning process regarding rehabilitation/replacement and design issues. Supervises and directs technical personnel to develop and negotiate construction management and supplemental engineering service contracts. Interfaces with departments and outside agencies or firms to discuss programs and projects. Administers and negotiates claim change orders. Manage all contracts for compliance. Performs personnel functions, such as evaluating subordinate performances, interviewing prospective personnel, training subordinates and recommending disciplinary action. Issue point repair work orders and maintain copies of all work orders issued to contracts. Provides management overview and status of contracts as needed. Process; change orders, time extensions, and additional appropriations for contracts. Research and respond to inquires and request by Council Liaison.

**ESSENTIAL FUNCTIONS/WORKING CONDITIONS**

This position requires stooping bending and/or lifting items up to 30 pounds with occasional periods of walking on rough surface.

**MINIMUM EDUCATIONAL REQUIREMENTS**

Requires a Bachelor's degree in Civil Engineering, Business Administration, Physical Sciences or a closely related field.

**MINIMUM EXPERIENCE REQUIREMENTS**

Six (6) years of experience in construction, construction inspection, design, geo-technical environmental or a closely related field are required. Direct related professional experience may be substituted for education requirement on a year-for-year basis.

**MINIMUM LICENSE REQUIREMENTS**

A valid Texas Driver's License and compliance with the City of Houston policy on driving (AP 2-2).

**PREFERENCES**

Preference will also be given to applicant with strong knowledge of the City of Houston Standard Construction Specifications for Wastewater Collection Systems and strong background in implementing maintenance strategies.

**SELECTION/SKILLS TESTS REQUIRED**None

However, the Department may administer a skill assessment evaluation.

**SAFETY IMPACT POSITION**

☒ Yes

☐ No

If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.

**SALARY INFORMATION**

Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The salary range for this position is:

**Salary Range - Pay Grade 27**

\$2,337 - \$2,996 Biweekly

\$60,762 - \$77,896 Annually

**OPENING DATE**

March 08, 2006

**CLOSING DATE**

Open Until Filled

**APPLICATION PROCEDURES**

Original applications only and resumes are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker, 1<sup>st</sup> Floor. **Our TDD (Telephone Device for the Deaf) phone number is (713) 837-9471. For application status inquiries, please call (713) 837-0871.** All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided.

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